



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: Perform Program Support Activity**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**  
**UM.3.3**

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Receive criteria for operational support activity.
<b>1.2 Process Overview</b>	Program support activities are performed in order to fulfill the criteria defined to attain objectives or consistency with the MU Plan. This may include resource management applications such as conservation measures, cross fencing, livestock and irrigation water development, maintenance etc. Operation support activity is funded through appropriated funds.
<b>1.3 Stops With</b>	Completion of support and maintenance activity and recording of such applications/improvements.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
GOAL 4: LAND AND NATURAL RESOURCES MANAGEMENT THAT MAXIMIZES RETURN WHILE MEETING BENEFICIARY DESIRES
OBJECTIVE 4.1: LAND AND NATURAL RESOURCE ASSET PLANS AND STEWARDSHIP STRATEGIES - Develop land and natural resource asset plans and stewardship strategies.
OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS - Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the assets.
OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT Manage land and natural resource assets effectively and proactively to obtain
OBJECTIVE 4.4: APPRAISALS Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.

**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
A beneficiary may be consulted prior to or during a land or natural resource support activity.



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**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.*

*Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.*

*All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
BIA	Agency or Regional Office		Set priorities and determine work activity performance standards.  Perform routine resource management application or conservation measures.
Tribe	Tribal Servicing Office		Perform routine resource management application or conservation measures.
Bureau of Reclamation	Field Office		Assist with irrigation water management
US Fish and Wildlife Service	Field Office		Assist with wildlife and fishery management
Compacted or Contracted Tribe	Tribal Office		Perform all DOI functions except those considered inherently federal.

**4.2 External Organizations.** *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
USDA Natural Resource Conservation Service and FSA	Design and fund conservation projects for users of Indian land.
Environmental Protection Agency	Superfund clean up, clean water, solid waste management, clean air etc. support activities.



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- 5. Event(s)** *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
None		

- 6. Inputs and Outputs.** *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

**6.1 Inputs**

Input	Description
Wide-area plan	Area plans provide the schedule, objectives and requirements to perform operational support activities for both contracted and non-contracted trust land.

**6.2 Outputs**

Output	Description
Noxious weed inventory control	Inventory and control of Noxious weeds are commonly performed to prevent land from becoming unusable or less marketable.
Tree thinning	Undesirable and weedy vegetation is cleared to reduce the fire hazard in forests
Range utilization surveys	Annual surveys to gather forage production utilization to assist with other resource data to make conclusions as to the appropriate stocking of range land.
Range condition surveys	Field surveys to determine the relative healthiness of the rangeland based on plant composition as compared to ideal ecological conditions.



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## 7. Fiduciary and Legal Obligations and Controls

### 7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
See attached Schedule 1		

### 7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
None		

## 8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
None	

## 9. Inter-Process Relationships

Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

### 9.1 Predecessors.

Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
UM.3.1	Define Support Activity Criteria	Program support activity will be implemented in accordance with support activity criteria.



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**9.2 Successors.** *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
None		

**10. Comments** *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
	None